

# **RECRUITMENT RULES**

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**GOVERNMENT OF PUDUCHERRY**  
**CHIEF SECRETARIAT (STATIONERY AND PRINTING)**

*(G.O. Ms. No. 7/S&P/2014, dated 29th September 2014)*

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Notification No. F5/4/65-GP, dated 11th January 1965 of the Government of India, Ministry of Home Affairs, New Delhi and in partial modification of the Chief Secretariat (Stationery and Printing), Puducherry notification issued in G.O. Ms. No. 60/93/F2, dated 17th August 1993 of Finance Department and published in the Supplement to the Official Gazette No. 36, dated 7th September 1993, the Lieutenant-Governor of Puducherry hereby makes the following rules further to amend the rules regulating the method of recruitment in so far as it relates to the Group 'C' (Non-Gazetted) posts in the Directorate of Stationery and Printing, Government of Puducherry, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Directorate of Stationery and Printing, Group 'C' Non-Gazetted - Non-Ministerial posts Recruitment (Amendment) Rules, 2014.

(2) They shall come into force on and from the date of their publication in the official gazette.

2. *Amendment of the Schedule.*— In the Government of Puducherry, Directorate of Stationery and Printing, Group 'C' Non-Gazetted - Non-Ministerial posts Recruitment Rules, 1993, for the existing Schedule-II, the following shall be substituted, namely:—

**"SCHEDULE-II**

**RECRUITMENT RULES FOR THE POST OF OPERATOR (ROTARY OFFSET)**

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1. Name of the post	: Operator (Rotary Offset)
2. Number of posts	: 4 (Four) [2014] Subject to variation dependent on work-load.
3. Classification	: General Central Services—Group 'C'—Non-Gazetted-Non-Ministerial.
4. Pay Band and Grade Pay/Pay Scale	: Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 2,800
5. Whether selection post or non-selection post	: Non-selection
6. Age-limit for direct recruits	: Between 18 and 30 years (Upper age-limit relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made).

*Note : (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.*

*Note : (2) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.*

7. Educational and other qualifications required for : direct recruits.

(i) Diploma in Printing Technology with Offset Lithography as an optional subject with not less than three years of practical experience in operation and maintenance of Rotary Offset Presses up to 4 units with Sheeter/Folder attachments.

(OR)

A pass in S.S.L.C. or its equivalent with practical experience of not less than eight years in operation and maintenance of Rotary Offset Presses up to 4 units with Sheeter/Folder attachments.

(ii) Should have thorough knowledge in all types of operational procedures on the high speed Rotary Offset Presses; and

(iii) Should qualify in the trade test.

*Note : The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the scheduled castes or scheduled tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.*

8. Whether age and educational qualifications : prescribed for direct recruits will apply in the case of promotees. : Not applicable

9. Period of probation if any : Two years for direct recruits

10. Method of recruitment, whether by direct : recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods. : By promotion, failing which by direct recruitment

11. In case of recruitment by promotion /deputation/ : absorption, grades from which promotion/ deputation/absorption is to be made. : Machine Assistant (Offset) in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 2,400 with 5 years service in the grade rendered after appointment thereto on a regular basis and successfully completed the training in trade test.

(Only those Machine Assistant (Offset) who has opted for promotion to this post shall be considered for promotion). [The requirement of training for promotion is not applicable to the officials holding the feeder post on regular basis on the date of notification of these rules].

*Note : (1) Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.*

*Note : (2) For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Pay Commission.*

12. If a Departmental Promotion Committee/ : *Group 'C' Departmental Promotion Committee (for considering promotion)/Departmental Confirmation Committee (for considering confirmation) Recruitment Committee:—*

- (1) Secretary to Government .. Chairman (Stationery and Printing).
- (2) Joint/Deputy/Under Secretary to .. Member Government (Stationery and Printing).
- (3) Director of Stationery and Printing .. Member

13. Circumstances in which Union Public Service : Not applicable"  
Commission is to be consulted in making recruitment.

(By order of the Lieutenant-Governor)

**V. JEEVA,**  
Under Secretary to Government  
(Stationery and Printing).

GOVERNMENT OF PUDUCHERRY  
**CHIEF SECRETARIAT (STATIONERY AND PRINTING)**

(G.O. Ms. No. 8/S&P/2014, dated 29th September 2014)

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Notification No. F5/4/65-GP, dated 11th January 1965 of the Government of India, Ministry of Home Affairs, New Delhi and in pursuance of G.O. Ms. No. 4/S&P/2014, dated 8th May 2014 of the Directorate of Stationery and Printing for the amalgamation/merger of Group 'C' Non-Gazetted Non-Ministerial posts in the Directorate of Stationery and Printing, Puducherry and in supersession of the notification issued in G.O.Ms.No. 1/S&P/2011, dated 8th November 2011 of Chief Secretariat (Stationery and Printing), Puducherry and published in the Supplement to the Official Gazette No. 45, dated 8th November 2011 and in partial modification of the notification issued in G.O. Ms. No. 12/82/F2, dated 8th January 1982 of the Finance Department, Puducherry and published as

Supplement to Official Gazette No. 3, dated 19th January 1982 save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry hereby makes the following rules further to amend the rules regulating the method of recruitment in so far as it relates to the Group 'C' post of Packer/Mazdoor in the Directorate of Stationery and Printing, Puducherry, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Group 'C' post of Packer/Mazdoor, Directorate of Stationery and Printing Recruitment (Amendment) Rules, 2014.

2. *Amendment of the Schedules.*— (i) In the Government of Puducherry, Stationery and Printing Group 'C' Non-Gazetted Non-Ministerial Recruitment Rules, 1982, the Schedule-III shall be deleted.

(ii) In the Government of Puducherry, Group 'C' post of Packer/Mazdoor, Directorate of Stationery and Printing Recruitment Rules, 2011, for the existing Schedule, the following shall be substituted, namely:—

**"SCHEDULE**

**RECRUITMENT RULES FOR THE POST OF PACKER/MAZDOOR**

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1. Name of the post	: Packer/Mazdoor
2. Number of posts	: 84 (Eighty-four) [2014] Subject to variation dependent on work-load.
3. Classification	: General Central Services—Group 'C'—Non-Gazetted—Non-Ministerial.
4. Pay Band and Grade Pay/Pay Scale	: Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 1,800
5. Whether selection post or non-selection post	: Not applicable
6. Age-limit for direct recruits	: Between 18 and 30 years (Upper age-limit relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government servants are working for not less than 3 years in the posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made).
<p><i>Note :</i> (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.</p> <p><i>Note :</i> (2) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.</p>	
7. Educational and other qualifications required for direct recruits	: S.S.L.C. or its equivalent
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	: Not applicable

9. Period of probation if any : Two years

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. : (i) 75% by direct recruitment  
(ii) 25% by absorption, failing which by direct recruitment

*Note:* The full time casual labourers available in the list prepared by the Department of Stationery and Printing in terms of "The Government of Puducherry Casual Labourers (Engagement and Regularisation) Scheme, 2009" shall also be considered by the competent selection committee along with open candidates provided the full time casual labourers possess the required educational qualification and if selected necessary age relaxation wherever required, shall be obtained from the Lieutenant-Governor.

11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption is to be made. : By absorption of full time casual labourers available in the list, prepared by the Department of Stationery and Printing, Puducherry in terms of "The Government of Puducherry Casual Labourers (Engagement and Regularisation) Scheme, 2009" notified in G.O. Ms. No. 22, dated the 27th February 2009 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry and published in Extraordinary Gazette No. 15, dated the 27th February 2009 of the Government of Puducherry.

12. If a Departmental Promotion Committee/ : *Group 'C' Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee:*—  
Recruitment Committee exists, what is its composition?  
 (1) Secretary to Government .. Chairman  
 (Stationery and Printing).  
 (2) Joint/Deputy/Under Secretary to .. Member  
 Government (Stationery and Printing).  
 (3) Director of Stationery and Printing .. Member

13. Circumstances in which Union Public Service : Not applicable"  
Commission is to be consulted in making recruitment.

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(By order of the Lieutenant-Governor)

**V. JEEVA,**  
Under Secretary to Government  
(Stationery and Printing).

**GOVERNMENT OF PUDUCHERRY**  
**CHIEF SECRETARIAT (STATIONERY AND PRINTING)**

*(G.O. Ms. No. 9/S&P/2014, dated 29th September 2014)*

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Notification No. F5/4/65-GP, dated 11th January 1965 of the Government of India, Ministry of Home Affairs, New Delhi and in pursuance of G.O. Ms. No. 4/S&P/2014 of the 8th May 2014 of the Directorate of Stationery and Printing, Puducherry, for amalgamation/merger of Group 'C' Non-Gazetted/Non-Ministerial posts in the Directorate of Stationery and Printing and also in partial modification of the notification issued *vide* G.O. Ms. No. 11/P&S/2003, dated 28-5-2003 and published in the Supplement to the Government of Puducherry Gazette No. 23 of the 10th June 2003, G.O. Ms. No. 75/F2/1993, dated 12th October 1993 of the Finance Department, Puducherry and published in the Supplement to the Government of Puducherry Gazette No. 43 of the 26th October 1993, G.O. Ms. No. 12/82/F2, dated 8-1-1982 of Finance Department and published as Supplement to the Government of Puducherry Gazette No. 3 of the 19th January 1982 and G.O. Ms. No. 61/90/F2, dated 23rd August 1990 of Finance Department, Puducherry and published in the Supplement to the Government of Puducherry Gazette No. 38 of the 18th November 1990, save as respects things done or omitted to be done before such supersession the Lieutenant-Governor, Puducherry, hereby makes the following rules to amend the Government of Puducherry, Department of Printing and Stationery, Group 'C' Technical posts of Machine Assistant (Offset) [Schedule-II], Machine Attendant (Offset) [Schedule-III], Binder (Highly Skilled) Grade-II [Schedule-IV], Bindery Assistant (Skilled) [Schedule-V], Artist (Schedule-VIII), Assistant Artist/Retoucher [Schedule-IX], Mechanic (Offset)[Schedule-XIV] and Section Holder (Schedule-XX), Senior Binder (Schedule-II) and Senior Machineman (Schedule-III), Machineman (Highly Skilled) Grade-I (Schedule-X) and Machineman Grade-III (Schedule-XI), Distributor (Schedule-VI), namely:—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Department of Stationery and Printing, Group 'C' (Technical) posts Recruitment (Amendment) Rules, 2014.

(2) They shall come into force on and from the date of their publication in the official gazette.

2. *Amendment of the Schedules.*— (i) In the Government of Puducherry, Directorate of Stationery and Printing, Group "C" Non-Gazetted-Non-Ministerial posts Recruitment Rules, 2003—

(a) Schedules VIII and XIV shall be deleted.

(b) For the existing Schedules II, III, IV, V, IX and XX, the following Schedules shall be substituted, namely:—

**"SCHEDULE-II**

**RECRUITMENT RULES FOR THE POST OF MACHINE ASSISTANT (OFFSET)**

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1. Name of the post	: Machine Assistant (Offset)
2. Number of posts	: 34 (Thirty-four) [2014] Subject to variation dependent on work-load.
3. Classification	: General Central Services—Group 'C'—Non-Gazetted-Non-Ministerial.
4. Pay Band and Grade Pay/Pay Scale	: Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 2,400

5. Whether selection post or non-selection post : Non-selection

6. Age-limit for direct recruits : Between 18 and 30 years (Upper age-limit relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made).

*Note* : (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.

*Note* : (2) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.

7. Educational and other qualifications required for direct recruits. : (i) S.S.L.C. or its equivalent  
(ii) Vocational Course Certificate in the Trade of Offset Printing at +2 level.  
(iii) Three years experience in offset printing  
(iv) A pass in the trade test

*Note* : The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the scheduled castes or scheduled tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable

9. Period of probation, if any : Two years for direct recruits

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. : (i) 75% by promotion, failing which by direct recruitment  
(ii) 25% by direct recruitment

11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption is to be made. : Machine Attendant (Offset) in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 1,900 with 8 years service in the grade rendered after appointment thereto on a regular basis and successfully completed the training in trade test.

(The requirement of training for promotion is not applicable to the officials holding the feeder posts on regular basis on the date of notification of these rules).

*Note* : (1) Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

*Note* : (2) For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Pay Commission.

12. If a Departmental Promotion Committee/ : Recruitment Committee exists, what is its composition?

*Group 'C' Departmental Promotion Committee (for considering promotion)/Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee:—*

- (1) Secretary to Government .. Chairman (Stationery and Printing).
- (2) Joint/Deputy/Under Secretary to .. Member Government (Stationery and Printing).
- (3) Director of Stationery and Printing .. Member

13. Circumstances in which Union Public Service : Not applicable Commission is to be consulted in making recruitment.

### SCHEDULE-III

#### **RECRUITMENT RULES FOR THE POST OF MACHINE ATTENDANT (OFFSET)**

- 1. Name of the post : Machine Attendant (Offset)
- 2. Number of posts : 29 (Twenty-nine) [2014] Subject to variation dependent on work-load.
- 3. Classification : General Central Services—Group 'C'—Non-Gazetted—Non-Ministerial.
- 4. Pay Band and Grade Pay/Pay Scale : Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 1,900

5. Whether selection post or non-selection post : Non-selection

6. Age-limit for direct recruits : Between 18 and 30 years (Upper age-limit relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government servants are working for not less than 3 years in the posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made).

*Note* : (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.

*Note* : (2) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.

7. Educational and other qualifications required for direct recruits. : (i) S.S.L.C. or its equivalent with Vocational Course Certificate in the trade of Offset Printing.  
(ii) Two years experience in the trade in a Government Press or a large Printing and Publishing Firm.

*Note* : The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the scheduled castes or scheduled tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable

9. Period of probation if any : Two years for direct recruits

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. : By promotion, failing which by direct recruitment

11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : Packer/Mazdoor in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 1,800 with 3 years service in the grade rendered after appointment thereto on a regular basis and successfully completed the training in trade test.

(The Packer/Mazdoor who have opted for promotion to this grade will alone be considered for promotion)

(The requirement of training for promotion is not applicable to the officials holding the feeder post on regular basis on the date of notification of these rules).

*Note* : (1) Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

*Note* : (2) For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Pay Commission.

12. If a Departmental Promotion Committee/Recruitment Committee exists, what is its composition? *Group 'C' Departmental Promotion Committee (for considering promotion)/Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee* :—

- (1) Secretary to Government .. Chairman (Stationery and Printing).
- (2) Joint/Deputy/Under Secretary to .. Member Government (Stationery and Printing).
- (3) Director of Stationery and Printing .. Member

13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment.

#### SCHEDULE-IV

#### **RECRUITMENT RULES FOR THE POST OF BINDER (HIGHLY SKILLED) GRADE-II**

- 1. Name of the post : Binder (Highly Skilled) Grade-II
- 2. Number of posts : 21 (Twenty-one) [2014] Subject to variation dependent on work-load.
- 3. Classification : General Central Services—Group 'C'—Non-Gazetted—Non-Ministerial.
- 4. Pay Band and Grade Pay/Pay Scale : Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 2,400

5. Whether selection post or non-selection post : Non-selection

6. Age-limit for direct recruits : Between 18 and 30 years (Upper age-limit relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government servants are working for not less than 3 years in the posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made).

*Note* : (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.

*Note* : (2) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.

7. Educational and other qualifications required for : (i) S.S.L.C. or its equivalent  
direct recruits.  
(ii) Apprenticeship Certificate in Book Binding under Apprenticeship Act.

(OR)

Vocational Course Certificate in the trade of Book Binding at +2 level.

(iii) 3 years experience in book binding  
(iv) A pass in the trade test

*Note* : The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the scheduled castes or scheduled tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

8. Whether age and educational qualifications : Not applicable  
prescribed for direct recruits will apply in the  
case of promotees.

9. Period of probation, if any : Two years for direct recruits

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. : By promotion, failing which by direct recruitment

11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption is to be made. : Bindery Assistant (Skilled) in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 1,900 with 8 years service in the grade rendered after appointment thereto on a regular basis and successfully completed the training in trade test.  
(The requirement of training for promotion is not applicable to the officials holding the feeder post on regular basis on the date of notification of these rules).

*Note* : (1) Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

*Note* : (2) For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Pay Commission.

12. If a Departmental Promotion Committee/ : Recruitment Committee exists, what is its composition? : *Group 'C' Departmental Promotion Committee (for considering promotion)/Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee:—*

- (1) Secretary to Government .. Chairman  
(Stationery and Printing).
- (2) Joint/Deputy/Under Secretary to .. Member  
Government (Stationery and Printing).
- (3) Director of Stationery and Printing .. Member

13. Circumstances in which Union Public Service : Not applicable  
Commission is to be consulted in making recruitment.

## SCHEDULE-V

**RECRUITMENT RULES FOR THE POST OF BINDERY ASSISTANT (SKILLED)**

1. Name of the post : Bindery Assistant (Skilled)

2. Number of posts : 83 (Eighty-three) [2014] Subject to variation dependent on work-load.

3. Classification : General Central Services-Group 'C'-Non-Gazetted-Non-Ministerial.

4. Pay Band and Grade Pay/Pay Scale : Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 1,900

5. Whether selection post or non-selection post : Non-selection

6. Age-limit for direct recruits : Between 18 and 30 years (Upper age-limit relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government servants are working for not less than 3 years in the posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made).

*Note* : (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.

*Note* : (2) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.

7. Educational and other qualifications required for : (i) S.S.L.C. or its equivalent, with Vocational Course Certificate in the trade of Book Binding at +2 level.  
 (OR)  
 Successfully undergone the Apprenticeship Training in Book Binding under the Apprenticeship Act.  
 (OR)  
 Three years experience in the trade of Book Binding in a Government Press or large Printing and Publishing Firm.  
*Note* : The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the scheduled castes or scheduled tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

8. Whether age and educational qualifications : Not applicable prescribed for direct recruits will apply in the case of promotees.

9. Period of probation if any : Two years for direct recruits

10. Method of recruitment, whether by direct : By promotion, failing which by direct recruitment recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.

11. In case of recruitment by promotion /deputation/ : Packer/Mazdoor in Pay Band-1 ₹ 5,200-20,200 with absorption, grades from which promotion/ Grade Pay ₹ 1,800 with 3 years service in the grade deputation/absorption is to be made. rendered after appointment thereto on a regular basis and successfully completed the training in trade test.  
 (The Packer/Mazdoor who have opted for promotion to this grade will alone be considered for promotion).  
 (The requirement of training for promotion is not applicable to the officials holding the feeder posts on regular basis on the date of notification of these rules).

*Note* : (1) Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

*Note* : (2) For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Pay Commission.

12. If a Departmental Promotion Committee/ : *Group 'C' Departmental Promotion Committee (for Recruitment Committee exists, what is its composition? considering promotion)/Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee:—*

- (1) Secretary to Government .. Chairman (Stationery and Printing).
- (2) Joint/Deputy/Under Secretary to .. Member Government (Stationery and Printing).
- (3) Director of Stationery and Printing .. Member

13. Circumstances in which Union Public Service : Not applicable Commission is to be consulted in making recruitment.

## SCHEDULE-IX

**RECRUITMENT RULES FOR THE POST OF ASSISTANT ARTIST**

1. Name of the post : Assistant Artist

2. Number of posts : 3 (Three) [2014] Subject to variation dependent on work-load.

3. Classification : General Central Services-Group 'C'-Non-Gazetted-Non-Ministerial.

4. Pay Band and Grade Pay/Pay Scale : Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 2,800

5. Whether selection post or non-selection post : Not applicable

6. Age-limit for direct recruits : Between 18 and 30 years (Upper age-limit relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government servants are working for not less than 3 years in the posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made).

*Note* : (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.

*Note* : (2) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.

7. Educational and other qualifications required for direct recruits. : (i) Diploma in Printing Technology with 3 years experience in layout and designing.  
(ii) A pass in the trade test

*Note* : The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the scheduled castes or scheduled tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable

9. Period of probation if any : Two years

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods. : By direct recruitment  
*Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officials of Puducherry Administration–*

(a) (i) Holding analogous posts on regular basis; or  
(ii) with 5 years regular service in posts in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 2,400; and

(b) Possessing the qualifications and experience prescribed for direct recruits under column (7).

11. In case of recruitment by promotion /deputation/ : Not applicable absorption, grades from which promotion/ deputation/absorption is to be made.

12. If a Departmental Promotion Committee/ : *Group 'C' Departmental Confirmation Committee (for considering confirmation)/ Recruitment Committee:—*  
Recruitment Committee exists, what is its composition?

(1) Secretary to Government .. Chairman (Stationery and Printing).  
(2) Joint/Deputy/Under Secretary to .. Member Government (Stationery and Printing).  
(3) Director of Stationery and Printing .. Member

13. Circumstances in which Union Public Service : Not applicable Commission is to be consulted in making recruitment.

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#### SCHEDULE-XX

#### RECRUITMENT RULES FOR THE POST OF SECTION HOLDER

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1. Name of the post : Section Holder

2. Number of posts : 23 (Twenty-three) [2014] Subject to variation dependent on work-load.

Planning and General	.. 5
Machine	.. 4
Composing	.. 4
Binding	.. 9
Maintenance	.. 1

3. Classification : General Central Services–Group 'C'–Non-Gazetted–Non-Ministerial.

4. Pay Band and Grade Pay/Pay Scale : Pay Band–1 ₹ 5,200-20,200 + Grade Pay ₹ 2,800

5. Whether selection post or non-selection post : Non-selection

6. Age-limit for direct recruits : Between 18 and 30 years (Upper age-limit relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government servants are working for not less than 3 years in the posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made).

*Note* : (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.

*Note* : (2) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.

7. Educational and other qualifications required for : Diploma in Printing Technology with 5 years experience in Offset Printing.

*Note* : The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the scheduled castes or scheduled tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

8. Whether age and educational qualifications : Not applicable  
prescribed for direct recruits will apply in the case of promotees.

9. Period of probation if any : Two years for direct recruits

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. : By promotion, failing which by direct recruitment

11. In case of recruitment by promotion /deputation/ : absorption, grades from which promotion/ deputation/absorption is to be made.

**(i) Section Holder (Planning and General):**

Computor in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 1,900 with 13 years service in the grade rendered after appointment thereto on a regular basis and successfully completed the training in trade test.

**(ii) Section Holder (Machine):**

Machine Assistant (Offset) in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 2,400 with 5 years service in the grade rendered after appointment thereto on a regular basis, who has opted for promotion to this post and successfully completed the training in trade test.

**(iii) Section Holder (Composing):**

Compositor Grade-I in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 2,400 with 5 years service in the grade rendered after appointment thereto on a regular basis and successfully completed the training in trade test.

**(iv) Section Holder (Binding):**

Binder (Highly Skilled) Grade-II in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 2,400 with 5 years service in the grade rendered after appointment thereto on a regular basis and successfully completed the training in trade test.

**(v) Section Holder (Maintenance):**

Senior Mechanic/ Electrician (Highly Skilled) Grade-II in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 2,400 with 5 years service in the grade rendered after appointment thereto on a regular basis and successfully completed the training in trade test.

(The requirement of training for promotion is not applicable to the officials holding the feeder posts on regular basis on the date of notification of these rules).

*Note* : (1) Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

*Note* : (2) For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Pay Commission.

12. If a Departmental Promotion Committee/ : *Group 'C' Departmental Promotion Committee (for considering promotion)/Departmental Confirmation Committee (for considering confirmation/Recruitment Committee):*—

- (1) Secretary to Government .. Chairman (Stationery and Printing).
- (2) Joint/Deputy/Under Secretary to .. Member Government (Stationery and Printing).
- (3) Director of Stationery and Printing .. Member

13. Circumstances in which Union Public Service : Not applicable"  
Commission is to be consulted in making recruitment.

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(ii) In the Government of Puducherry, Directorate of Stationery and Printing, Group "C" Non-Gazetted-Non-Ministerial posts Recruitment Rules, 1993, the Schedules II and III shall be deleted.

(iii) In the Government of Puducherry, Directorate of Stationery and Printing, Group 'C' (Technical) posts Recruitment Rules, 1982, the Schedules X and XI shall be deleted.

(iv) In the Government of Puducherry, Directorate of Stationery and Printing, Group 'C' (Technical) posts Recruitment Rules, 1990, the Schedule VI shall be deleted.

(By order of the Lieutenant-Governor)

**V. JEEVA,**  
Under Secretary to Government  
(Stationery and Printing).

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